

PIC Responsibilities

*This document is intended to assist a new pharmacist-in-charge (PIC) as a reminder of some of the responsibilities, and some "do's" and "don'ts". It is not intended to be a comprehensive list of all responsibilities and is not intended to negate individual responsibility of any other pharmacist practicing at the location. **Pharmacists should not be fearful that, by merely being the PIC of a pharmacy, they will be the subject of Board action for circumstances which are beyond their control.** The Board will not hold a PIC responsible for violations of law or regulation which are attributed to another pharmacist or which are solely the fault or responsibility of the owner.*

New Pharmacies:

- If becoming PIC of a new pharmacy, you must be present at the opening inspection of the pharmacy. If you are not able to be present at the opening, you must notify the Board prior to the date of the inspection with the reason why you are not able to be present.
- Make sure at least 24 hours prior to a scheduled opening that the pharmacy is ready for inspection, i.e. all enclosures to the prescription department in place with appropriate locks on entrances, all counters and shelving in place, hot and cold running water working, temperature control system functional, refrigerator working and at proper temperature with monitoring thermometer, all minimum equipment in place, and alarm system functional and fully protects the prescription department. If the new pharmacy will not be ready, you or the owner should notify the inspector as soon as it is known in order that they do not make an unnecessary trip. If the inspector is not notified and the pharmacy cannot reasonably be inspected, a \$150 reinspection fee will be assessed upon reinspection.
- If any deficiencies are noted on the opening inspection, as the PIC, you must personally notify the Board of corrections made prior to a permit being issued. Therefore, you should personally inspect any corrections to be sure they have been made properly before contacting the Board.

Upon taking over responsibility as PIC:

- You are not a PIC until the Board approves your signed application. Make sure when you sign an application to be a PIC that you are not still on record with the Board as being a PIC for more than one other pharmacy. Once you are approved as PIC, the Board will issue a pharmacy permit in your name. This is your permit. It must be displayed where the public can read it. If you do not receive the permit within two weeks of sending in the application call the Board and check on the status (804)-662-9921. All pharmacy permits expire on 12/31 annually. Be sure that the permit is renewed each year.
- A PIC is required to be in "full and actual charge of the pharmacy" and "fully engaged in the practice of pharmacy at the location designated on the application". Never agree to sign a pharmacy permit application as PIC unless you intend to meet the requirement of being fully engaged in practice at that pharmacy.
- Take an incoming change of PIC inventory of all Schedule II – V controlled substances upon your takeover as PIC. If the pharmacy is a new pharmacy, you record a zero inventory on the opening date. Always remember to sign and date the inventory and indicate whether it was taken at opening or closing of business. If you take the inventory with the outgoing PIC, both must sign the inventory and so indicate that it is both the incoming and outgoing inventory.

Guidance Document 110-27

- Verify that every pharmacist working at your pharmacy holds a current license to practice pharmacy. Licensure can be verified by calling the Board at (804) 662-9911 or if you know the license number or social security number of the individual, you may call (804) 662-7636 for automated verification.
- Verify that every pharmacy technician working at your pharmacy holds a current registration or there is documentation on site showing enrollment in a Board approved training program for not more than 9 months.
- You are responsible for ensuring the practice of pharmacy in this pharmacy is in overall compliance with laws and regulations. You are not responsible for individual actions of practicing pharmacists. You should review pharmacy security equipment and procedures to ensure that it meets requirements, such as functional locks on enclosures, functional alarm systems, and access to keys and alarm restricted to pharmacists practicing at the location, including any emergency key kept in compliance with current regulations. Also review record keeping systems to make sure they meet current requirements and that staff pharmacists are aware of their responsibilities.
- Notify the Board of any theft or unusual losses of drugs as soon as discovered.
- Notify the Board of any known violation of law or regulation on the part of another individual in your pharmacy or of any inability to have known deficiencies corrected.

Upon leaving as PIC:

- Take an outgoing change of pharmacist-in-charge inventory of all Schedule II-V controlled substances. Take a **copy** with you. Once you leave, you cannot ensure that the pharmacy will maintain it. If you are denied an opportunity to take this inventory or take a copy of the record, immediately report it to the Board. This inventory is for your protection and an owner who attempts to prevent you from doing this is in violation of regulations. The owner may elect to have someone present with you when you take the inventory.
- As you terminate your position as PIC, remove the pharmacy permit and return it directly to the Board office with a statement that you are not longer PIC and the effective date of the termination of position. Do not leave it on the wall. Do not return it to a corporate or district office or a district manager. It is your permit and your responsibility to return it to the Board immediately. For your protection, we would suggest that you return it by certified mail, return receipt requested.